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Maine Reciprocal Borrowing Pilot - Instructions for Library Circulation Staff

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Walkin Borrowing Pilot - Circ Instructions

1. Is this person from a participating library?

- a. Check the list of participants at:

https://www.maine.gov/msl/libs/directories/reciprocal_borrowing_libraries.shtml

- i. Yes - Carry on
- ii. No – Sorry, but walk in borrowing is not available for that library.
* Note: Although some libraries previously had a “try it and see if it works” policy for walk-in borrowing, please **do not** check out to the patron of a library not on the list. Certain libraries made purposeful decisions not to participate based on their local situations, and we need to respect their decision.

2. Is this person from a library in my system? (PPL and UNE can skip)

- a. If you're not sure, check in the list of participants.
 - i. Yes – Follow directions for in-system checkout
 - ii. No – Follow directions for MaineCat walk-in

3. In-System Checkout

- a. Check out exactly as you would one of your own patrons. Regular old “Check Out (Circulation Desk)”.

* The due date is based on the system's inter-library rules, so it may not be the same date as one of your patrons.

* All notices, billing, or fines will function exactly as if the patron received the item via delivery at their home library and checked it out.

* If the item is returned to any in-system library, it will be set into transit and a slip printed to send it home. If it is returned to an out-of-system library, it will not scan into transit, therefore will remain checked out to the patron while in delivery.

4. MaineCat/INN-Reach Visiting Patron Checkout

- a. In Sierra, change to FUNCTION: INN-Reach – Visiting Patron Check-out



- b. Pick patron's library from the drop down in the middle



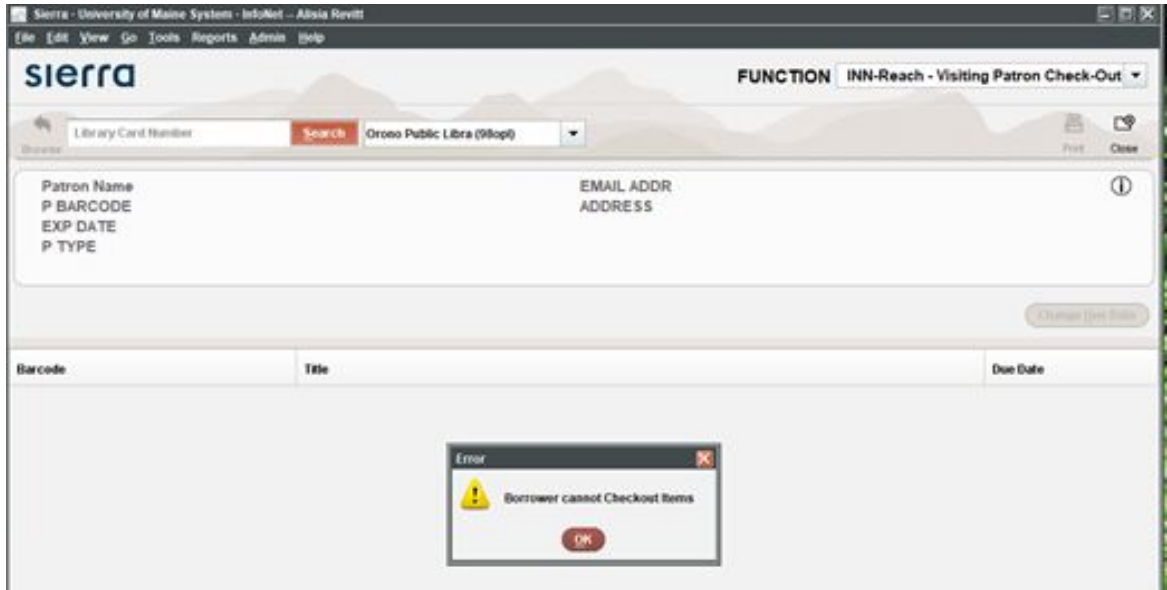
- c. Scan patron's barcode (if Bates or Bowdoin patron, ID number instead) in the box to the left.



- d. Notice that limited Patron info comes up. If the patron is not in good standing at their local library, you will see an error.



Walk-in Borrowing - Circulation Instructions



- e. Scan item barcode(s) in the same box



- f. Item check out info is shown, notice due date is the standard MaineCat rules (4 weeks with 2 weeks renewal in this example, 1 week for other items), so the patron will have the item for the same amount of time as they would upon checking it out at their library's circ desl.



- * The due date is based on the system's inter-library rules, so it may not be the same date as one of your patrons.
- * All notices, billing, or fines will function exactly as if the patron requested the item in MaineCat and received the item via delivery at their home library and checked it out.
- * If the item is returned to any library in your system or the patron's system, it will be set into transit and a slip printed to send it home. If it is returned to an out-of-system library, it will not scan into transit, therefore will remain checked out to the patron while in delivery.

Walk-in Borrowing - Circulation Instructions

Item record in your system looks like this: notice MaineCat status and message and the 4 week due date.

b10354463
Author Sweet, Melissa, 1956-
Title Balloons over Broadway the true story of the puppeteer of Macy's Parade written and illustrated by Melissa Sweet.
Locations abvj , brwj , dahj , oobj , lbnj , parj , sbrj , svlj , tmn , vosj , wswj

Summary	Record																																																												
Record 117604813	Checked out on 08-30-2019 02:51PM to Test-Patron, Pennywise at Bangor Public Library due on 09-27-2019 117604813 Last Updated: 08-30-2019 Created: 12-15-2017 Revisions: 54																																																												
Item-Level Holds 0	<table border="1"> <tr> <td>Copy No.</td> <td>1</td> <td>Last Checkin</td> <td>08-30-2019</td> <td>Location</td> <td>oobja Libby Juvenile Room</td> </tr> <tr> <td>Item Code 1</td> <td>0</td> <td>Checkin Location</td> <td>10</td> <td>Loanrule</td> <td>7</td> </tr> <tr> <td>Item Code 2</td> <td>-</td> <td>No. of Renewals</td> <td>0</td> <td>Status</td> <td>@ MaineCat Off-Site</td> </tr> <tr> <td>Item Type</td> <td>7 print 14 day</td> <td>No. of Overdues</td> <td>0</td> <td>Internal Use</td> <td>0</td> </tr> <tr> <td>Price</td> <td>\$16.99</td> <td>Overdue Date</td> <td>-</td> <td>Copy Use</td> <td>0</td> </tr> <tr> <td>Checkout Date</td> <td>08-30-2019 02:51PM</td> <td>Item Use 3</td> <td>0</td> <td>Item Message</td> <td></td> </tr> <tr> <td>Checkout Location</td> <td>125</td> <td>Recall Date</td> <td>-</td> <td>OPAC Message</td> <td>-</td> </tr> <tr> <td>Due Date</td> <td>09-27-2019</td> <td>Total Checkouts</td> <td>10</td> <td>Year-to-Date Circ</td> <td>5</td> </tr> <tr> <td>Patron No.</td> <td>0</td> <td>Total Renewals</td> <td>1</td> <td>Last Year Circ</td> <td>5</td> </tr> <tr> <td>Last Patron</td> <td>0</td> <td>Last Checkout Date</td> <td>08-30-2019 02:45PM</td> <td></td> <td></td> </tr> </table>	Copy No.	1	Last Checkin	08-30-2019	Location	oobja Libby Juvenile Room	Item Code 1	0	Checkin Location	10	Loanrule	7	Item Code 2	-	No. of Renewals	0	Status	@ MaineCat Off-Site	Item Type	7 print 14 day	No. of Overdues	0	Internal Use	0	Price	\$16.99	Overdue Date	-	Copy Use	0	Checkout Date	08-30-2019 02:51PM	Item Use 3	0	Item Message		Checkout Location	125	Recall Date	-	OPAC Message	-	Due Date	09-27-2019	Total Checkouts	10	Year-to-Date Circ	5	Patron No.	0	Total Renewals	1	Last Year Circ	5	Last Patron	0	Last Checkout Date	08-30-2019 02:45PM		
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117604813 Checked out on 08-30-2019 02:51PM to Test-Patron, Pennywise at Bangor Public Library due on 09-27-2019 Edit Mode (INS)

Patron record in their local system looks like this: notice it looks like any MaineCat transaction and shows the same due date (unlike delivery)

Sierra - University of Maine System - InfoNet - Alisia Revitt

File Edit View Go Tools Reports Admin Window Help

sierra FUNCTION Check Out (Circulation Desk)

Key or Scan Item or Patron Barcode Search

Patron Name Test-Patron, Pennywise EMAIL ADDR alisia.revitt@maineinfonet.org
P BARCODE 2510999999999 ADDRESS test patron do not fill
EXP DATE 01-01-2020
P TYPE BPL Adult

Check Out 0

Checked-Out Items

All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input type="checkbox"/>	1	3406400031952198oob	JNF 791.5 SWE	98oob	Balloons over Broadway the true story of the p...	09-27-2019	

Renew Claim Returned Mark Lost Items Change Due Date All

Holds 0

Fines \$0.00

Check In 0

Bookings 0

ILL 0

INN Reach 1